



DEPARTMENT OF THE NAVY
NAVY ENVIRONMENTAL HEALTH CENTER
2510 WALMER AVENUE
NORFOLK, VIRGINIA 23513-2617

NAVENVIRHLTHCENINST 1050.2F
AS
DEC 14 2000

NAVENVIRHLTHCEN INSTRUCTION 1050.2F

Subj: ANNUAL LEAVE AND TEMPORARY ADDITIONAL DUTY FOR COMMANDING OFFICERS AND OFFICERS IN CHARGE

1. Purpose. To issue policy and procedures for the Navy Environmental Health Center (NAVENVIRHLTHCEN) annual leave and temporary additional duty (TAD) for Commanding Officers and Officers in Charge.
2. Cancellation. NAVENVIRHLTHCENINST 1050.2E
3. Scone. To set forth procedures to be followed by Commanding Officers, and Officers in Charge of NAVENVIRHLTHCEN field activities when requesting annual leave and/or TAD.
4. Background. To ensure continuity of communications and promote general effectiveness of command within the NAVENVIRHLTHCEN, the Commanding Officer will be kept informed at all times of annual leave and/or TAD periods taken by Commanding Officers and Officers in Charge of NAVENVIRHLTHCEN field activities.
5. Action.
 - a. Leave and/or TAD Periods 10 Days or Less. Commanding Officers and Officers in Charge of NAVENVIRHLTHCEN field activities are authorized to be absent from their activity for leave or TAD, or a combination of the two, for 10 days or less (or emergency leave regardless of duration) without obtaining prior approval. A facsimile copy of your local notice to report absence of 10 days or less (or emergency leave regardless of duration), which includes the dates, types of absence, and the name and grade of the acting Commanding Officer/acting Officer in Charge, will be sent to NAVENVIRHLTHCEN prior to departure from the activity.
 - b. Leave and/or TAD Periods Over 10 Days. Commanding Officers and Officers in Charge of NAVENVIRHLTHCEN field activities will submit requests of leave or TAD, or a combination of the two, for over ten days, showing the dates, type of absence, and the name and grade of the acting Commanding Officer or acting Officer in Charge to NAVENVIRHLTHCEN. Requests will be submitted at least 2 weeks in advance. Requests may be submitted by e-mail or facsimile.
6. Signing of Leave Papers. Commanding Officers and Officers in Charge are authorized to sign their own leave papers and TAD orders in accordance with local Personnel Support Activities

NAENVIRHLTHCENINST 1050.2F

practices pending a response **from** the Commanding Officer, NAENVIRHLTHCEN, when required.



D. M. SACK

Distribution: (NAENVIRHLTHCENINST 5215.2P)

List I (Directors and Deputies)

V I (NAENPVNTMEDU's)

VII (NAVDISVECTECOLCONCEN's)

VIII (NAENVIRHLTHCEN DET)

I X (NAVDRUGLAB's)